



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

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July 13, 2005

To: Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

**RECORDS AND ARCHIVES MANAGEMENT PROGRAM - QUARTERLY STATUS
REPORT (THIRD QUARTER 2005)**

On February 18, 2003, your Board instructed my Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Since our January 6, 2004 quarterly status report, we have accomplished the following:

- Held a joint meeting of the Records and Archives Task Force and Records and Archives Coordinators for each County department to assess progress, address emergent issues and questions, and discuss next steps; and
- Met with departments individually, as requested, to assist them in developing their Inventories and Retention Schedules.

Departments have provided preliminary completion dates and a current status report for their Inventories and Retention Schedules (attached). The completion dates provided are contingent upon the County obtaining consultant assistance, which our office is still evaluating. Once consultants are engaged in the project, completion dates will be reevaluated and confirmed. In the coming months, we will continue to work with departments as they complete and/or refine their Inventories and Retention Schedules. Completion of Inventories requires review by this office. Completion of Retention Schedules requires review by this office, as well as County Counsel.

Each Supervisor
July 13, 2005
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The next quarterly status report will be provided to your Board on or before October 15, 2005. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact the County Records and Archives Coordinator, Ms. Dorothea Park, at (213) 974-1319.

DEJ:MKZ
DSP:os

Attachment

c: All Department Heads
Chair, Historical Landmarks and Records Commission

**Departmental Status Reports on Records and Archives
Inventories and Retention Schedules**

July 13, 2005

Affirmative Action Compliance Office

Inventory is currently being refined and Retention Schedules are being initiated. Both documents will subsequently be submitted to the Chief Administrative Office (CAO) for review.

Completion Due Date: December 9, 2005

Agricultural Commissioner/Weights and Measures

Inventory and Retention Schedules are being finalized for CAO review.

Completion Due Date: November 1, 2005

Alternate Public Defender

Inventory and Retention Schedules have been reviewed by the CAO and are now under review by County Counsel.

Completion Due Date: August 5, 2005

Animal Care and Control

Inventory and Retention Schedule are being refined by Department based on County Counsel's preliminary review. Inventory and Retention Schedule will subsequently be submitted to CAO for review.

Completion Due Date: October 31, 2005

Arts Commission

Inventory and Retention Schedules have been reviewed by the CAO and are now under review by County Counsel.

Completion Due Date: July 29, 2005

Assessor

Inventory is currently being refined and Retention Schedules are under preparation. Both documents will subsequently be submitted to the CAO for review.

Completion Due Date: December 14, 2005

Auditor-Controller

Plan to issue instructions to staff by August 15, 2005 to initiate Records Inventory and Retention Schedule process.

Completion Due Date: April 28, 2006

Beaches and Harbors

No progress report received.

Completion Due Date: September 30, 2005

Chief Administrative Office

Branches are preparing Inventories and Retention Schedules.

Completion Due Date: April 3, 2006

Chief Information Officer

Inventories and Retention Schedules have been reviewed by the CAO and the Department will be revising for CAO final review.

Completion Due Date: September 9, 2005

Child Support Services

Inventory and Retention Schedule forms have been distributed to divisions and meeting will be scheduled by Departmental Records Coordinator in August 2005 to discuss any questions or issues regarding the project.

Completion Due Date: December 16, 2005

Children and Family Services

Staff Inventories will be completed by mid July 2005. Bureau leaders will then compile Inventories by office and submit to the Departmental Coordinator for review. Staff has also provided information to develop Retention Schedules which will be compiled for the entire Department by a Steering Committee.

Completion Due Date: June 22, 2006

Community and Senior Services

Two staff members are assigned to the project and they have developed an action plan to complete the project, including identification of division coordinators and identification of record retention requirements for the Department's functions.

Completion Due Date: March 1, 2006

Community Development Commission

Inventory is currently being refined and Retention Schedule is being reviewed by the Department, County Counsel, and a consultant.

Completion Due Date: October 28, 2005

Consumer Affairs

Inventory of all departmental records has been completed. Retention Schedules are drafted and pending internal Administrative review prior to submission to the CAO.

Completion Due Date: November 21, 2005

Coroner

Instructions will be distributed by the Records Coordinator by the end of August 2005 with follow-up meetings scheduled for September 2005.

Completion Due Date: June 1, 2006

County Counsel

Departmental Records Coordinator is reviewing submitted Inventories and compiling a departmental Retention Schedule for submittal to the CAO.

Completion Due Date: October 28, 2005

District Attorney

Inventories and Retention Schedules are being prepared by assigned Divisional Records Coordinators.

Completion Due Date: December 22, 2005

Executive Office, Board of Supervisors

Records have been inventoried in the sub-basement and currently working on extensive inventory of records stored at Iron Mountain. Met with managers to brief them on the project, and Inventories and Retention Schedules have been initiated.

Completion Due Date: December 5, 2005

Fire

Records and Archives Inventory and Retention Schedule worksheets have been distributed to all bureaus and sections for completion by August 1, 2005.

Completion Due Date: January 3, 2006

Health Services

Records Coordinators for each of the Medical Centers, Public Health Programs and Health Services Administration's Units have been identified. The Coordinators met with the CAO and the Departmental Coordinator for a training session and most of the units are updating their Inventories and working together to establish a Departmental Retention Schedule for common records.

Completion Due Date: June 6, 2006

Human Relations Commission

Inventory process to begin in August 2005.

Completion Due Date: November 30, 2005

Human Resources

Inventories are being reviewed for completeness. Retention Schedules will be prepared based on Inventory data.

Completion Due Date: April 28, 2006

Human Resources – Office of Public Safety

Inventory and Retention Schedule data has been collected and is being verified by the Departmental Records Coordinator prior to submittal to the CAO for review.

Completion Due Date: November 10, 2005

Internal Services

Written guidelines have been circulated to bureau coordinators who are currently compiling Inventories and Retention Schedules.

Completion Due Date: March 2, 2006

Mental Health

Managers have been designated to oversee development of Inventories and Retention Schedules; management orientation and training was conducted by the Department with the assistance of the CAO; ongoing support has been provided for staff conducting inventories; developed a monitoring system to track progress for monthly reports; and established a timeline to complete Inventories and Retention Schedules.

Completion Due Date: December 30, 2005

Military and Veterans Affairs

CAO has reviewed draft Inventory and Retention Schedule and Department is preparing revisions for resubmittal to CAO for final review.

Completion Due Date: September 23, 2005

Museum of Art

Inventories and Retention Schedules have been completed and reviewed by the CAO and County Counsel. The final signed versions have been submitted to the CAO by the Museum.

Completion Due Date: July 13, 2005

Museum of Natural History

Inventories are being completed for the Research and Collections Division. Plan to concentrate on Inventories for the other Museum divisions, prepare departmental submittal, and initiate Retention Schedules.

Completion Due Date: October 31, 2005

Ombudsman

Inventory and Retention Schedules have been submitted to the CAO for review.

Completion Due Date: September 30, 2005

Parks and Recreation

Inventories and Retention Schedules are being finalized by Division Records Coordinators for review by the Departmental Records Coordinator.

Completion Due Date: November 14, 2005

Probation

Inventory has been initiated; and met with bureau coordinators to discuss Retention Schedules.

Completion Due Date: June 1, 2006

Public Defender

Written instructions and Inventory and Retention Schedule formats were distributed to 38 branch and area offices. Records Coordinator met with managers to discuss project. Inventories are due to Departmental Records Coordinator by August 1, 2005.

Completion Due Date: March 1, 2006

Public Library

No progress report received.

Completion Due Date: December 15, 2005

Public Social Services

Inventories are being compiled and reviewed. Of the 134 sections tasked with Inventories, two-thirds have submitted draft documents. Retention Schedules are under development.

Completion Due Date: May 31, 2006

Public Works

Divisional Records Coordinators have been assigned and have met with the Departmental Records Coordinator. Inventories are being updated and Retention Schedule standards are being reviewed by the Department and County Counsel, including electronic records related to FileNet, eDAPTS, and departmental e-mails.

Completion Due Date: April 13, 2006

Regional Planning

Inventory and Retention Schedules are being refined for submittal to the CAO for review.

Completion Due Date: November 2, 2005

Registrar-Recorder/County Clerk

Draft Inventory and Retention Schedules have been submitted to the CAO for review.

Completion Due Date: October 7, 2005

Sheriff

The Departmental Records Coordinator met with Divisional Records Coordinators to provide instructions for compiling the Inventory and Retention Schedules. The division level Inventory and Record Retention Schedule due date to the Departmental Records Coordinator is July 11, 2005.

Completion Due Date: January 6, 2006

Treasurer and Tax Collector

Draft Inventory and Retention Schedules have been submitted to the CAO for review.

Completion Due Date: November 14, 2005